



BRIGHTON FIRE DISTRICT

3100 EAST AVENUE
ROCHESTER, NEW YORK 14610-3522
(585) 381-3200 FAX (585) 586-3048
www.brightonfd.org

BRIGHTON FIRE DISTRICT BOARD OF COMMISSIONERS - 03/16/21

MEMBERS PRESENT: Chairman Garrett, Commissioners Jeffries, Metzger, Wright, Potter, Executive Director Aroesty, Treasurer Howk, Business Manager Fitch, Executive Assistant Finizio and other public listeners. Absent: Chief Hiller.

CHAIRMAN GARRETT OPENED THE COMMISSION MEETING at 5:30pm. Good Evening Everyone. Today is Tuesday, March 16, 2021 and we are at the Brighton Fire Commission meeting. I am Chairman Richard Garrett. We are meeting at the regularly scheduled time. It has been posted on our website, on our signboard, and our newspaper of record, the Brighton Pittsford Post. It is being held virtually as per the Governor's executive order. A transcript will be available upon request at a later date. The meeting is being recorded. All Commissioners are present. Please identify yourselves for motions and seconds to motions. He then asked if anyone had any questions about the process. Hearing none, we moved on to the Chief's report, which Executive Director Aroesty presented due to the Chief's absence.

EXECUTIVE DIRECTOR AROESTY PRESENTED CHIEF HILLER'S REPORT. There have 383 'plus or minus one' calls year-to-date. We're still working out the call numbers. There have been no calls of significance since the last meeting.

The new County CAD system went online on Sunday. There have been a few issues. The Fire Bureau has been extremely helpful in working through those issues. A special thanks to Acting Lieutenant Cline, for being our technology point person. He has been extremely helpful.

The repeater and radio have been installed in 308, and should be programmed later this week.

That is all for the Chief's report. Unless anyone has any questions for him, which Executive Director Aroesty doubted that he would be able to answer! Chairman Garrett asked if the 308 mobile is operational or not operational. Executive Director Aroesty answered that it is not operational. It will be programmed later this week. Chairman Garrett answered that he will continue to use the portable at this time.

Chairman Garrett asked if anyone had any questions of the Chief's report. There were none. Chairman Garrett asked that we move on to Executive Director Aroesty's report.

EXECUTIVE DIRECTOR AROESTY presented his own report. He had circulated a FOIL Policy to the Commissioners, which we would like to get approval on this evening. It basically is a document that expresses how we will deal with FOIL requests, the timing of them, how we would handle denials, if there is a denial for any particular piece of information and fees. It's in total conformity with the law, and it was at the advice of counsel that we put together this FOIL policy. We will post it in the firehouses. This would let people know that we have this policy and who to contact for FOIL and then who to contact for an appeal if a FOIL request is denied. Commissioner



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Jeffries made the motion and Commissioner Potter seconded the motion to approve the Foil Policy. Chairman Garrett asked if there was any further discussion. There was none and the motion carried.

Executive Director Aroesty requested a motion to adopt our Public Employer Health Emergency Plan. We've been working on this for a few months. We also worked in conjunction with the Union. By law, we are required to develop this plan and then provide it to the Union for their comments. We did receive several comments from the Union and we accepted all of them. In the future, if a pandemic like COVID occurs, this will help us be a little bit more prepared. At this time, Executive Director Aroesty asked to get this approved by the Commission. Commissioner Wright made the motion and Commissioner Potter seconded the motion to adopt our Public Employer Health Emergency Plan. Chairman Garrett asked if there was any further discussion. There was none and the motion carried.

Executive Director Aroesty complimented Lieutenant Gulick, who put a lot of time and effort into developing the majority of this plan. These plans are new and uncharted territory. There's not a lot out there to really develop them from. When Executive Director Aroesty called our attorney to see if he could review it, we realized that there was nothing out there to review it against, as there's no precedent for these. So, Lieutenant Gulick did a really great job developing our plan and kudos for his work on that.

We received a thank you note from Executive Assistant Finizio for a little something we sent her after her recent surgery.

Executive Director Aroesty is requesting permission from the Commission to cancel the circuits that we have for the channel 52 backbone, as we no longer use them. Most recently, it was used for the channel three repeater. We've spoken with the Chief about this. We will still be able to use channel 52 and we still have the license for it. Right now, we're paying a little over \$6,200 a year for circuits to support that backbone. Since we're not using it at all for anything, and with all the channels that we have with the trunk system, it doesn't really seem to make sense to continue to pay out that sum of money to Frontier for something that we're absolutely not using. With permission from the Commission, Executive Director Aroesty would like to decommission the backbone. Commissioner Metzger made the motion and Commissioner Potter seconded the motion to cancel the circuits that we have for the channel 52 backbone. Chairman Garrett asked if there was any further discussion. There was none and the motion passed unanimously.

The two new firefighters will be starting this coming Friday. They are Josh Rathbun, who is still a volunteer with Brighton and will be up until he takes over as a career firefighter this Friday. Lindsey Davis is a volunteer with Chili. The Academy starts on Monday. We will be welcoming them



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aboard on Friday. Chairman Garrett asked if anybody has told Josh that he needs to resign from active participation of the Department. Executive Director Aroesty answered yes. Commissioner Metzger asked if he had an idea of how long this academy is going to go. Executive Director Aroesty answered that it will go until mid-June.

Executive Director Aroesty said that this was the end of his report and asked if anyone had any questions. There were no questions.

Chairman Garrett asked if any of the Commissioners had anything to report.

Chairman Garrett reminded everyone that our next regularly scheduled meeting would be on Thursday, April 1st. At least two regular attendees are not able to attend. Instead of having two meetings in April, Chairman Garrett suggests that we have one meeting in April, on the 13th, which would split the difference between now and the first meeting in May, which would be Tuesday, May 6. Chairman Garrett asked if anybody had any problems with that. No one voiced any problems with the dates. So, we will have one meeting on Tuesday, April 13th, which is one week earlier than normal.

Seeing no other items from the Commissioners, we will move on to Treasurer Howk's report.

TREASURER HOWK requested permission to pay the invoices as audited, the abstract and fund balance reports have been prepared and are available for review by the Commissioners. Since our last meeting, we have spent \$165,803.60. A list of these expenditures is included with the vouchers. Treasurer Howk is requesting that each Commissioner please initial the list after they have reviewed it. The Treasurer certifies that he has previously reviewed the purchase orders, and budget and certifies that there are sufficient funds in the budget to pay these invoices. A motion was made by Commissioner Potter and seconded by Commissioner Wright to pay the bills as audited and the motion was approved unanimously by all of the Commissioners.

At the end of each year, we have a lot of reports that we need to file. One of our reports is called the AUD or the Annual Update of bank balances. That has been filed. The State takes their time! In fact, Business Manager Fitch will probably mention that it's just amazing how long it takes to get some of these forms acknowledged and we are on time by all of them. That's the end of my report.

Chairman Garrett asked if there were any questions on the Treasurer's report. Seeing none, we moved on to the Business Manager's report.



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BUSINESS MANAGER FITCH explained that Treasurer Howk asked her to report that we sent out our 1099's to be filed by January 31 and the IRS just received them. So, it took that long for them to acknowledge and send us back the certified card, but we're all set. Treasurer Howk asked if it was down in Pennsylvania. Business Manager Fitch answered that it was actually in Texas.

EXECUTIVE ASSISTANT FINIZIO requested approval of the minutes as submitted. A motion was made by Commissioner Potter and seconded by Commissioner Jeffries to approve the minutes as submitted and the motion was unanimously approved by all of the Commissioners.

We've been notified by the Fire Department that Chris Gunter has gone on leave.

Chairman Garrett asked if there was anything else for the regular portion of meeting. There was nothing.

Chairman Garrett stated that he has several personnel items to discuss in Executive Session. Seeing there is nothing else to discuss, Chairman Garrett asked for a motion to go to Executive Session.

Commissioner Metzger made the motion and Commissioner Potter seconded the motion that we go into Executive Session at 5:42pm to discuss several personnel items.

Commissioner Potter made the motion and Commissioner Wright seconded the motion that we come out of Executive Session at 5:54pm where no action was taken.

Commissioner Jeffries made the motion and Commissioner Metzger seconded the motion to adjourn the meeting at 5:55pm.

Respectfully submitted,

Dina Finizio
Executive Assistant / (Acting Secretary)